Name

The Human Resource Officer

Name of Company

Address

City, State, Zip Code

Dear Sir;

I am Mr. John Henry, a Finance Management graduate in one of the top schools here in New York. I would like to inform you of my intention to apply in your good office as a Junior Financial Consultant.

It has always been my dream to be a part of your organization and this is my opportunity. I have do believe that I possess the qualifications and skills in your offered position.

I have been in financial business profession for eight years now and I do believe that my experience and knowledge I have acquired during those years is valuable enough to share to your company. Should given the opportunity to work with you, I will do my best to exceed your expectation.

Attached herewith is my resume for your references. Should interview is necessary I am willing to come at your most convenient time. Thank you.

Mr. John Henry